

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS

Employee
 Name Muhammad Aamir Siddique
 Designation UCPO
 CNIC No. 3240457674503
 District/UC Rojhan City/district rajanpur
 Leave
 application date 18-01-2021

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj	<input type="checkbox"/> Umrah/Ziarat
<input type="checkbox"/> Chillah, Tableegh, Ehtikaf	<input type="checkbox"/> Christmas, Diwali
<input type="checkbox"/> Study/Exams/Test /Interview	<input type="checkbox"/> Maternity
<input type="checkbox"/> Family Wedding	<input type="checkbox"/> Self-Wedding
<input type="checkbox"/> Immediate Family Death	<input type="checkbox"/> Self-Sick Leave
<input type="checkbox"/> Immediate Family-Sick Leave	<input type="checkbox"/> Accident/Sickness-while at work
<input type="checkbox"/> Accident/Sickness-while not at work	<input checked="" type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for 1 day	
Leave start date.18-01-2021	Leave end date.18-012021
OIC Name and designation:	
Employee signature: Muhammad Aamir Siddique____	Date: __18-01-2021____
PEO endorsement:_____	Date:_____
PTL endorsement: _____ For more than Two weeks	Date:_____
CTC final approval:_____	Date:_____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed

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The screenshot displays a Microsoft Outlook window with the following details:

- Subject:** Fwd: Emergency Leave
- From:** gb hikmatyaar <gbhikmatyaar@gmail.com>
- Sent:** Mon 1/18/2021 9:13 AM
- To:** hareem@ctc.org.pk
- CC:** Dr Masoud U Hassan <DrMasoudUHassan@P>
- Attachments:** Leave Application 18-01-2021.doc (40 KB)

Message Body:

Greetings
 Approved and forwarded for record keeping purpose.
 Thanks and regards

From: Aamir Khan <aamirkhanrj02@gmail.com>
Sent: Monday, January 18, 2021 8:11:36 AM
To: drmasoudhassan@yahoo.com <drmasoudhassan@yahoo.com>
CC: gb hikmatyaar <gbhikmatyaar@gmail.com>
Subject: Emergency Leave

Respected Sir,
 Kindly grant me one day leave due to family emergency.

Left Sidebar (Inbox List):

- [EXT] Punjab Attendance sheet - 1st January 2021 TO 15th January -- 10:00 AM
- ALAM, Muhammad
- LEAVE APPLICATION DATED 18 JAN 2021 9:17 AM
- Emergency Leave 9:13 AM
- gb hikmatyaar
- Lahore Hub Attendance sheets and Team Tasks for District Level Pos... 9:07 AM
- Attendance sheet - Format 9:02 AM
- Leave application 8:51 AM
- Leave request 8:48 AM
- ishad ali 8:48 AM
- Emergency Leave Request - Mother's Surgery (FEMH) 1:19 AM
- Kamran 12:14 AM
- One day leave for TCO test Danish Jan
- [EXT] Ishrat Imran 11:29 PM
- TERREEN, Schirsh Sun 11:29 PM
- [EXT] Leave Application 11:29 PM
- TERREEN, Schirsh Sun 11:29 PM
- [EXT] Leave for oneday, 11:28 PM
- TERREEN, Schirsh; adnan malik Sun 11:28 PM
- [EXT] Re: Explanation letter of absence from duty with notice (KCP... 10:25 PM
- NAVAZ, Muhammad Yasir Sun 10:25 PM
- Please Allow me one day leave 9:40 PM
- Dr.Shahid R. Aamir Khurshid Sun 9:40 PM
- Leave for One day on 18-01-2021 9:39 PM
- Yasser Awan Sun 9:39 PM
- Request for one leave 6:56 PM
- Muhammad Zevahar; Dr Ali Sher Khan Sun 6:56 PM
- UCPO 74 DGBT LHR one day leave application 7:41 PM
- amir awan Sun 7:41 PM
- One Day Leave On Account Of Test On 18/1/2021 6:47 PM
- Ab Raza; Chaudhary Bilawal Sun 6:47 PM
- Leave Application for 01 Day 6:47 PM
- میر منصور عالم Sun 6:47 PM
- Leave 6:45 PM
- Dr. Ali Sher Khan; M.Farooq Gondal Sun 6:45 PM
- Application for leave.

Right Sidebar (Calendar):

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6